



TRANSFER OPPORTUNITY

FOR STATE EMPLOYEES



DEPARTMENT OF INDUSTRIAL RELATIONS

Occupational Safety and Health

Office Technician (Typing)

Van Nuys

Position: Office Technician (Typing)
\$2531-\$3103 per month

Location: Van Nuys

Duties: Under the supervision of the District Manager, the Office Technician (Typing), processes reports including IMIS data entry and daily report to the Region. Types and processes citations, memoranda and general correspondence. Handles phone calls and answers questions related to routine matters and procedures. Maintains District logs and calendar. Performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Minnie Murella
Telephone: (510) 286-6871

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **December 15, 2006.** Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.